

19 April 1961

MEMORANDUM FOR: Chief, Machine Division, CR

THROUGH: CIA Librarian

SUBJECT: Recommended Changes in Document Processing

1. Only documents of 150 pages or less are currently being filmed on 16 mm. film. Documents which run over this page limitation are filmed on 35 mm. film and transferred to actifilm. In addition, between 8,000 and 9,000 Nodexed documents per month are not being filmed but are, instead, sent in hard copy to the CIA Library for storage. These two practices in the processing of documents are prohibiting optimum service to customers by the CIA Library.
2. The Library has had approximately 18 months experience in servicing an actifilm collection and has found that it is much slower to furnish copies from this medium than from aperture cards. A recent test by the Copy Unit indicates that printing from aperture cards is twice as fast as printing from actifilm. One machine printing from apertures produced approximately 1,300 pages in one day compared to the 656 pages produced from actifilm by another machine in the same length of time.
3. With the expected receipt of an IBM sorter which will sort aperture cards but not actifilm and an A.B. Dick Videograph which will print from aperture cards but not from actifilm, indications point to an increased emphasis on the aperture card system. Yet, the current page limitation on use of 16 mm. film is building up a relatively large and impractical collection of actifilm.
4. Service from a hard copy collection continues to be a problem for the CIA Library. Only loans or photostats can be provided customers. Moreover, storage space for hard copy documents in 1141 Que is severely limited. The Library has attempted to solve the storage problem created by increased volume of unfiled documents through an accelerated retirement program. It has frequently been necessary for active documents less than a year old to be retired to Records Center. This is a highly undesirable situation: it delays service to customers, it increases

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traffic to and from Records Center, and it puts an inappropriate strain on Records Center space. Moreover, indications are that the situation will not change upon move to the new building.

5. In light of these facts, it seems obvious that optimum service to customers, maximum use of new equipment, and alleviation of the Library's space problem will require increased use of 16 mm. film. It is, therefore, recommended that:

- a. All documents, regardless of page count, be filmed on 16 mm. film except those which have more than two "snap-outs" or oversized pages. This would include Nodexed documents.
- b. Only those documents with physical dimensions too large for practical filming on 16 mm. film be filmed on 35 mm. film. This would include documents which have more than two "snap-outs" or oversized pages.



Chief, Circulation Branch  
CIA Library

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